

HOW TO SUBMIT A CRUIESHIP LOG

To submit a Cruiseship log, you must be registered with Environment Southland and have been granted access to the Cruiseships system.

Submitting a Log

Browse to online.es.govt.nz/do-it-online/maritime-coastal/cruiseship-log. You will be required to log in to access this form. See *Registration* panel to the right.

Once you are logged in, you will be greeted with the Getting Started panel, which will describe the details required to submit a log. If you are missing any information, then you'll need to obtain it before you will be able to submit the log.

Click **CONTINUE** once you have all the information needed.

Users familiar with the old Cruiseships system will notice that the new form looks remarkably similar:

Vessel Name *

Date Entered Waters *

Pax *

Completed By *

Comments

Route Taken * Duration * Reason * E-PAX * D-PAX * Anchorage *

ADD

1. Enter your vessel name. This differs from the old Cruiseships system where you would be able to select it from the drop down list.
2. Select or enter the date you entered the waters.
3. Enter the PAX.
4. Select your position held from the drop down list.
5. If you have any additional information you would like us to know, you can enter this in the comments box.

Registration:

If you have an account with our old system located at cruiseships.es.govt.nz you will still need to register for Environment Southland Online Services and request access to the Cruiseships portal.

Step 1:

Register for Online Services by browsing to online.es.govt.nz and click the signup link at the bottom of the page.


You can register using an email address and password of your choosing or use an existing service such as RealMe, Google, Microsoft or Facebook.

Step 2:

Browse to online.es.govt.nz/do-it-online/maritime-coastal/cruiseships-registration, fill out the form and submit to apply for access to the Cruiseships portal. Access may take approximately two working days to be granted.

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For each stop you make:


1. Select the route taken from the drop down list,
2. Select the duration of the stop from the drop down list,
3. Select the reason for the stop from the drop down list,
4. Enter the E-PAX,
5. Enter the D-PAX,
6. Select the Anchorage from the drop down list.
7. If you have another stop to enter, click the ADD button directly below the log item and a new line item will be added to the table.
8. Repeat steps one through seven for each stop you wish to add to your log.
9. If you need to remove a line item, click the  button at the end of the row you wish to remove.

At any stage before submitting your log, you can click the **SAVE FOR LATER** button, which will allow you to resume your log at a later date.


Once you have entered all your log items, select both the declaration checkboxes and click the **CONTINUE** button to move to the final form.

Weather Report


The weather report is an optional form that allows you to report the weather at the time. To start a weather report, click the **YES** option when you are asked would you like to add a Weather Report.


Date 

Pilot

Area/Direction
Milford 

Details


Position/Landmark	Sea	Wind	Visibility	Ships Sighted	Comments
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



ADD

ADD

1. Select the Date the Weather was recorded on.
2. Enter the pilot (optional).
3. Select the Area/Direction. This will provide you with boxes to record your observations for that Area/Direction.
4. Select the Position/Landmark.
5. Enter your observations in the boxes provided.
6. If you need to add another Position/Landmark, click the **ADD** button inside the details pane.

7. If you need to remove a Position/Landmark, click the  button at the end of the row you wish to remove.
8. To add another Area/Direction, click the **ADD** button below all the Position/Landmark panels.
9. To remove an Area/Direction, click the red **REMOVE** button above the Area/Direction you wish to remove.
10. Click **SUBMIT** to send us your log. A copy of your submission will be emailed to the email address in your profile.